

**TO: ACCREDITED TRAINING PROVIDERS
FET COLLEGES PLANNING TO COLLABORATE WITH THE MQA**

FROM: ROBERT MUKHARI - ETQA UNIT

DATE: 29 JANUARY 2010

**SUBJECT: APPLICATIONS FOR MQA- FOUNDATIONAL LEARNING COMPETENCE (FLC)
FACILITATOR TRAINING**

INTRODUCTION

The Mining Qualifications Authority (MQA) is committed to support learning and development within the Mining and Minerals sector and wishes to train facilitators in the Foundational Learning Facilitator qualification which is pegged at NQF Level 5.

The Foundational Learning Facilitator qualification at NQF Level 5 and its curriculum (Foundational Communication in English [FC] and Foundational Mathematical Literacy [FML]) is defined as an occupational qualification. It is aimed at facilitators and trainers who are responsible for delivering learning programmes in either FC or FML, to learners who themselves are engaged (or planning to be) in occupational learning programmes.

The two main aims of the training programmes linked to this qualification are to:

- Build and maintain the quality of provision of Foundational Learning, given the important role it has to play in occupational learning. The competence of facilitators is key in this regard.
- Professionalise the training function, raising the status of those who facilitate learning in an industry or trade context, and begin a process for the ongoing professional development of occupational education and training practitioners.

Given the importance of these aims, and the nature and level of this occupational curriculum, defined criteria for participation in the FLC Facilitator Training and selection of trainees onto this programme are indicated below:-

1. Professional Criteria for proposed trainees

- 1.1 Subject matter expertise in Communication in English or in Mathematical Literacy. Facilitators should have a Senior Certificate, with a minimum of a C in English 1st additional language (previously known as English Second Language), or a C for Mathematics or Mathematical Literacy, in line with the discipline they wish to facilitate.
- 1.2 A minimum of three years facilitation/ teaching experience in either Communication in English or Mathematics/ Maths Literacy, in contexts at or above ABET Level 4/ NQF 1 or Grade 9. Experience in facilitation up to ABET Level 3 will also be considered.
- 1.3 Qualifications/ certification as either English or Maths teachers; or alternatively ABET educator qualifications which include the teaching of English or of Maths Literacy.
- 1.4 Knowledge of current content and standards in the relevant learning area (e.g. unit standards, Revised National Curriculum Statements, National Vocational Curriculum, ABET).

2. Contextual Criteria for proposed trainees

- 2.1 The delivery model is primarily based on electronic communication, with some face to face contact, and will ultimately take a web-based format. Much of the assessment evidence will

need to be submitted electronically. Research assignments will require access to the internet. Trainees must therefore have easy access to the e-mail and the internet, and the skills to use these.

2.2 As an occupational qualification that will be quality assured by the QCTO, the FLC Facilitator curriculum and its learning programmes demands a workplace component as well as knowledge and practical skills. Proposed trainees must, therefore, be currently delivering training in the relevant learning area. The following would be acceptable:

- Communication in English or Mathematics/ Mathematical Literacy at ABET 4/NQF 1 level. Proposed trainees who are facilitating at ABET Level 3 will be considered.
- Communication in English or Mathematics/ Mathematical Literacy in the FET college sector (NCV 1-4, or N1-N3).
- Communication in English or Mathematics/ Mathematical Literacy as Fundamental unit standards in a qualification, on condition that these are being taught through a separate subject-based learning programme (i.e. not 'integrated' into a technical qualification).

2.3 Trainees need to have access to an individual at the workplace in the role of supervisor, to carry out functions such as the signing off of the log book as required by the external assessment. Supervisors will need to make themselves available for a briefing session.

2.4 Trainees need to be able to attend 6 face-to face sessions of one day each per month in Johannesburg over a six month period.

2.5 Trainees need to be committed to attending the training, completing the off-site assignments and preparations, and fulfilling the requirements of the external assessment.

Please note:

Learners who do not meet one or more of the criteria set out in criteria 1 and 2 above will be given an opportunity to motivate for inclusion on the training. The MQA will evaluate motivations and evidence submitted accordingly for such individuals.

- All applications should be forwarded to ETQA-FLC@mqa.org.za
- Limited number of trainees per learning areas ("first-come first-serve")
- **Closing date:** 15 February 2010
- **Class begins:** 23 February 2010
- **Duration:** Six (06) Months
- **Applicants:** All applicants should compile and submit an overview of his/her expertise (qualifications and/or experience) when responding to this invitation

Two training sessions are envisaged as follows:

Training Session - 1 (23 February till 16 August 2010)			
	Date		Date
FC: Foundational Communication in English(20 learners)	24-02-10 (18)	FML: Foundational Mathematical Literacy (20 learners)	23-02-10 (18)
	24-03-10 (17)		23-03-10 (17)
	21-04-10 (18)		20-04-10 (18)
	19-05-10 (23)		18-05-10 (23)
	23-06-10 (19)		22-06-10 (19)
	21-07-10		20-07-10
	Due date for external assessment for FC and FML		

Training Sessions - 2 ¹ (22 September – 11 April 2011)			
FC: Foundational Communication in English (20 learners)	Date	FML: Foundational Mathematical Literacy (20 learners)	Date
	22-09-10 (18)		21-09-10 (18)
	20-10-10 (24)		19-10-10 (24)
	24-11-10 (24)		23-11-10 (24)
	12-01-11 (30)		11-01-11 (30)
	16-02-11 (24)		15-02-11 (24)
	16-03-11		15-03-11
Due date for external assessment for FC and FML			11-04-11

Note: Figures in brackets behind the dates are the number of working days between each contact session, taking into account weekends and public holidays.

Should you require any further information regarding this matter please do not hesitate to contact me, Robert Mukhari – Telephone 011 630 3591.

Please note that the MQA reserves the right to not proceed with the above project if suitable applications are not received and/or national policy related to the establishment of the QCTO makes the implementation of this project not viable.

Yours Faithfully,

Robert Mukhari
Monitoring and Learner Achievements Specialist

¹ The Training Session-2 may start in August with preparations done in July 2010 – TBD later